



**BATH, WILTS AND NORTH
DORSET GLIDING CLUB**

**CHILD PROTECTION
POLICY AND PROCEDURES**



THE BATH, WILTS AND NORTH DORSET GLIDING CLUB

Accepts and works to the guidelines set out
in this policy making them the policy applicable to the club.

Therefore, "British Gliding Association" includes the Bath,
Wilts and North Dorset Gliding Club (BWND GC).

Signed on behalf of the Bath, Wilts and North Dorset
Gliding Club.

Signed:
Club Chairman

Date:

Child protection lead: Jan Smith (01963 251451)

Deputy Child Protection Lead:

The Bath, Wilts and North Dorset Gliding Club acknowledges the major work made by
the British Gliding Association in the original compiling of this document. The
document has now been adjusted to meet the local needs of this club.

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BWND CHILD PROTECTION POLICY and PROCEDURES

1 Introduction

This is the child protection policy and procedures for Bath, Wilts and North Dorset Gliding Cub (BWND). The club works in liaison with the British Gliding Association (BGA) in all aspect of Child welfare.

The policy aims to:

- Establish clear lines of communication for any child protection issue.
- Avoid confusion for instructors, officials, clubs and volunteers.

There is a considerable body of legislation, government guidance and standards designed to ensure that children are safeguarded from harm. These include the *Children Act 1989*, the *Children Act 2004*, the *Protection of Children Act 1999*, the *UN Convention on Rights of the Child*, the *Human Rights Act 1998*, the *Sexual Offences Act 2003*, *Every Child Matters* green paper and the *Working Together to Safeguard Children 2010* document published by the Department for Children, Schools and Families (DCSF)*.

Everyone who works with or around children, young people and vulnerable adults needs to be aware of the laws that aim to protect children from harm.

Should you have any queries relating to this policy, please contact any of the following:

BODY:	TELEPHONE NOS:
BWND GC Child Protection Lead	01963 251451
BWND GC Deputy Child Protection Officer	
BWND CHAIRMAN	07485 006736
BGA Child Protection Lead	07880 547 176
BGA OFFICE	0116 289 2956

If you should have any concerns about the immediate safety of a child or vulnerable adult, refer to sections 8-11, but you should not delay: Children's Services and Police are always available.

*National variations in legislation for Scotland and Northern Ireland are covered by the BGA. Details can be found on www.gliding.co.uk

1.1 Policy Statement BWND Duty of Care

The BWND recognizes that sport can and does have a very powerful and positive influence on young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

Most youngsters happily and safely participate in sport under the watchful and concerned care of dedicated instructors and club members. However, the reality is also that abuse does take place in sport. Every adult has a legal and moral responsibility to protect young people participating in our sport from abuse.

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The BWND recognizes that we have a duty of care towards young and vulnerable participants and can help to protect them from abuse. (from *Guidelines for Governing Bodies of Sport and Local Authorities*, Sports Coach UK (NCF), NSPCC.)

The BWND recognizes that for Child Protection purposes, a child refers to any person under 18 years of age.

Principles

The BWND recognizes that:

- The welfare of young people is the primary concern.
- All young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of child protection experts to determine whether abuse has taken place, but it is everyone's responsibility to report any concerns.
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

Summary of Partnership Responsibilities

The BWND:

- Accepts the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse.
- Respects and promotes the rights, wishes and feelings of young people and disabled adults.
- Recruits, trains and supervises its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- Requires clubs, staff and members to adopt and abide by this document.
- Responds to allegations appropriately and implement the appropriate disciplinary and appeals procedures.

It is intended, where possible, that volunteers and any employees working with children, young people and vulnerable adults will receive training to assist them in the recognition of abuse; the referral process; sensible working practices; and to identify 'appointed persons' within the club, whom staff can contact about child protection issues.

2 The Legal Framework

Everyone who works with children need to be aware of the laws that aim to protect children from harm.

2.1 The Children Act 1989

The Children Act 1989 provides county councils (children's services departments) and others with powers and duties to protect children whilst at the same time providing safeguards for both children and parents against excessive or unwarranted intervention. This has been updated by The Children Act 2004 and The Children and Families Act 2014.

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The primary principle being that the child's welfare is of paramount importance.

...Under section 47 of the Children Act, Children's Services must make enquiries regarding a child's welfare (investigate) where:

*(b) the Authority has reasonable cause to suspect that a child living or found in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take **any action** to safeguard or promote the child's welfare.*

It is very important that all investigations into such matters are conducted in accordance within laid down procedures and in a manner, that will not prejudice any further action such as a criminal prosecution. For this reason, if you become aware of something that may need further investigation, do not attempt to investigate the matter yourself. (Procedures for dealing with relevant concerns are found in Section 7)

2.2 The Safeguarding Vulnerable Groups Act 2006

The Safeguarding Vulnerable Groups Act 2006 has largely replaced *The Protection of Children Act 1999*.

2.3 The Protection of Freedoms Act 2012

(This act replaces the Safeguarding Vulnerable Groups Act 2006).

Amongst the changes that this act brought were that the work of the criminal Records Bureau (CRB) and of the Independent Safeguarding Authority (ISA) were merged into a single, new non-departmental public body. This is called the Disclosure and Barring Service (DBS). The DBS will carry out the CRB's and ISA's functions, so this does not represent a change to the services received; instead it provides a joined-up service to combine the criminal records and barring functions.

(Please note: Disclosure and Barring (DBS) checks in England and Wales are equivalent to *Disclosure Scotland* checks in Scotland and *Access Northern Ireland* checks in Northern Ireland).

3 Protecting Staff and Children

3.1 Good Practice Guidelines

This section is an extract from a document entitled: *Child Protection Policy and Implementation procedures: Guidelines for Governing Bodies of Sport and Local Authorities*. Whilst there are some guidelines that will not apply to the club I, the principles described are helpful and should be applied.

All personnel in sport should be encouraged to demonstrate exemplary behaviour and follow best practice to limit the possibility of allegations to protect themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

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3.2 Good Practice Means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted, and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their own children in the changing rooms). If groups must be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at tournaments or residentials, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol or swearing in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognizing the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars

There are many sports, which by their nature require a degree of physical contact. This can be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children should only be used when the aim is to:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury

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- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the child/young person and not the needs of the adult
- be fully explained to the child/young person and, except for an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

3.3 Practice to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organization or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending excessive amounts of time alone with children away from others.
- avoid giving children lifts in your car, especially alone.

3.4 Practice Never to be Sanctioned

The following should never be sanctioned.

You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children that they can do for themselves
- **invite or allow children to stay with you at your home.**

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Do not take the responsibility for tasks for which you are not appropriately trained. Do not put yourself at risk.

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If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a child
- if he/she seems distressed in any manner
- if a child misunderstands or misinterprets something you have said or done.

3.5 Code of Ethics and Conduct

The Government produced *Caring for the Young and Vulnerable? Guidance for Preventing Abuse of Trust (1999)*. The guidance is based on the principle that all organizations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity within relationships of trust.

Staff should be required to sign up to the Organization's Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive climate in sport
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

4 Training

The Child Protection Lead for the BWND has undertaken the required introduction to Child protection training which cover the recognizing and understanding possible signs of child abuse and know what steps need to be taken to provide child protection. Training also include the disclosure and referral process.

Other can take this training if they wish. It can be accessed via locally based Child Protection Training providers, Children's Social Care Services, NSPCC and via online training courses as well as via training provided by the BGA Child Protection Lead.

5 Non-Collection of Children After an Activity.

If a child is not collected at the end of an activity, we will ensure that the child receives a high standard of care to cause as little distress as possible.

We follow the following procedures:

- All reasonable attempts will be made to contact the parents/carers.
- If we are unable to contact the parents or no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedures set out in our child protection policy. We contact local Children's Services or Local Police
- A full written report of the incident to be recorded.

6 Lost Children

In the event of a report by the parent/carer of a child going missing whilst at a gliding club the following procedures will be adhered to:

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- If staff receive a report of a missing child, they must immediately report it to the Child Protection Officer or deputy.
- A full search of the area should be made by members who are available.
- If the search is unsuccessful the police should be called on the Emergency Line (999).
- A full written report of the incident to be recorded.

7 What To Do If You Suspect Possible Child Abuse

7.1 Duty to Refer

There is a duty on clubs to report, to Children's Services, concerns about children where they may be at risk of significant harm. In all cases, it will be appropriate to gather and record facts about the concern, but not to prejudice formal investigations which must be conducted in accordance with statutory procedures. The following procedures apply to the club members:

The procedure should be used:

- For all allegations against Club staff, members and volunteers.
- When disclosure happens during a club gliding activity.
- When a child discloses to a club member.
- When possible abuse is observed during an activity around gliding.

7.2 Confidentiality

Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.

Disclosure of confidential information must be justifiable in each case, according to the facts of the case and must be limited to those people who need to know to take appropriate action.

If BWND or Club members are asked to supply personal information to other bodies such as the Police or Children's Services, such requests should be in writing and provide the reason for the disclosure. (This must not delay disclosure of information)

7.3 Referral Procedures

1. Make a careful note of the injuries, behaviour or disclosures which have caused concern.
2. Ask the child open questions, e.g. How did that happen? Listen carefully to anything the child tells you. If you have observed an injury, you may ask the child how the injury happened, but do not make the child feel as though they are being interrogated.
3. Remember, your role is to note and pass information on accurately, not to conduct the early stages of an investigation.
4. If the explanations offered still cause you concern, e.g. if the explanation for an injury is inconsistent with the signs you have observed, make a careful note of what you have heard and observed, sign, time and date it. It is important that the written information is produced at the time of the incident, signed and dated. A form is given on page 13

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5. Immediately report your concerns to:

Club Child Protection Officer	01963 251451 / 07508723966
Club Child Protection Deputy	
Chairman	07485006736

Where appropriate:

BGA Child Protection Lead	Tel: 07880 547 176
BGA Office	Tel: 0116 289 2956

In the event of you being unable to contact any of the above and there is an immediate danger please call either:

Police Child Protection Team or Children's' Services. Contact numbers for these services should be made available in individual club Child Protection documents which should be accessible to club members.

6. The Child Protection Officer/Deputy will immediately report the matter to the Children's Services and consult on what information should be provided to parents. If sexual or physical abuse is suspected, advice will be given on whether the Police should be involved. (Normally, parents/guardians will be told what is happening unless such action would prejudice the investigation or place the child at greater risk).
7. Send your completed form to the Children's Services Child Protection Co-ordinator/Duty Social Worker you have spoken to as soon as possible (agree with them the best way to do this). Ensure that you keep a copy for yourself. Do not discuss the matter or show the form to anyone else unless you know that they are authorized to have access to the information. Make sure any written information providing personal details is sent in a sealed envelope marked Private and Confidential.
8. All referrals to Children's Services must be confirmed in writing within 24 hours.
9. Child protection matters must not be investigated by anyone from BWND.

8 Handling Complaints/Allegations of Child Abuse

Any allegation or complaint about a Club employee or member that involves possible harm to a child and where this is related to the employee's/members work/membership must be reported immediately to Club Child Protection Officer/deputy and the BGA CP Lead as soon as possible.

In such cases, if you are given the information in confidence, you must explain to the person that you have no choice but to share what you have been told.

Should the Club be made aware of an allegation or complaint must they must not start their own enquiries, but should follow similar guidelines to those provided under section 7.3 above, recording what they know and passing the information on to Personnel immediately, followed by a written report.

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The employee, member or volunteer may need to be suspended from club activities whilst the matter is being investigated. This decision will be made by the club committee, who will decide if it is appropriate for them to continue attending at the club pending outcome of any investigation, taking into account all relevant circumstances.

If suspension is not deemed necessary, the employee or volunteer will not be allowed to have unsupervised access to children, whilst the investigation is in progress.

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9 Referral Procedures - Flow Chart

for referral when concern that a child is being physically, sexually, emotionally harmed or neglected

Concerns Suspicion/allegation of abuse by: Child disclosure Observation Report by another person	Monitor & Record (sign & date & time)
Consult Club Child Protection Officer or BGA Leader, if appropriate speak with one of the nominated persons. All partners can speak informally with Children's Services <u>Important</u> No consultation should delay a referral	Record (sign with date & time)
Action <u>Do not investigate</u> The Child Protection Officer will refer to Children's Services &/or Police If possible, the referral should be made by the person with firsthand knowledge. Otherwise the person nominated within your club policy.	Record (sign with date & time)
Confirm Verbal referrals must be followed by a written referral within 24 hours.	Record (sign with date & time)
Commitment You may be required to provide other information as required.	Record (sign with date & time)

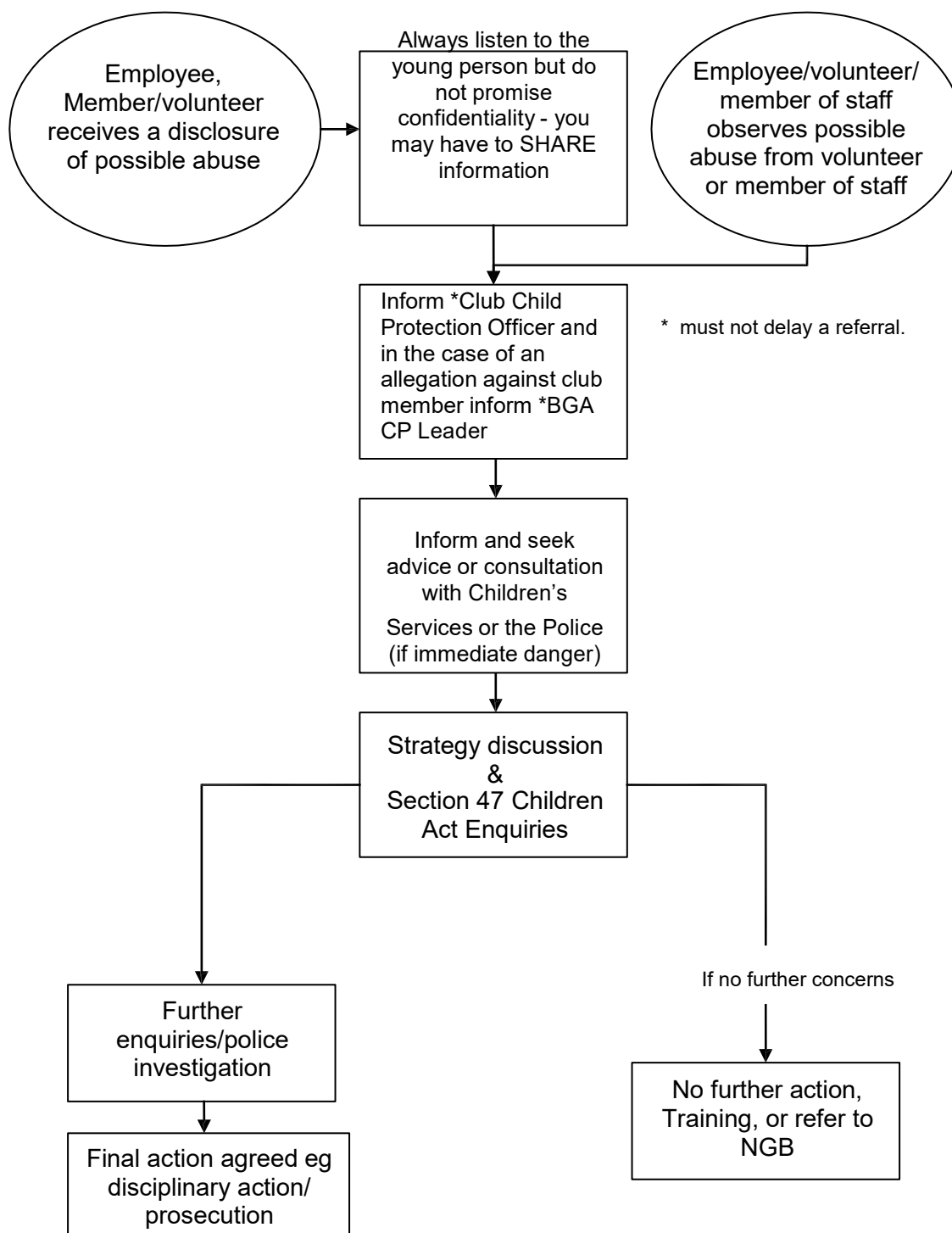
Remember – Do not delay, Children's Services and Police are always available

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10 Reporting Procedures and Communication

Action when

- Receive disclosure of possible abuse.
- Observe possible abuse.
- Alleged allegation against professional or volunteer.



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BWND GC FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper.

REMEMBER – your job is not to investigate, but to record accurately all factual information you receive or signs and symptoms you observe.

Child's details (name, age address, tel. no. etc.):	Child's parents or guardian's details: (where known)	Details of person <u>reporting</u> suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion/allegation/concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (You must inform one of the Club Child Protection Officers immediately or as soon as possible – this must not delay any referral) Record the advice given by Children's Social Services or the Police.		
Signed	Dated	Time
Job title	Telephone number:	

**SEND OR HAND THIS FORM to
BWND GC CHILD PROTECTION OFFICER AS SOON AS POSSIBLE**

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11. Recruitment and Selection (this section may only occasionally affect BWND GC, but is included in this policy for the occasions when needed)

The following arrangements apply, within the club for all posts where an employee or volunteer will be working with children in an unsupervised manner.

1. Recruitment Information

When a post is to be advertised, the BGA or Club representative must make it clear to Personnel that this post has unsupervised access to children to ensure that the proper checks are made (the Rehabilitation of Offenders Act allows for disclosure of all criminal convictions for such posts).

The recruitment process will need to make it clear that checks will need to be made on their suitability to work with children which will include obtaining references and completing an Enhanced DBS check.

2. Regulated Activity in recruitment

Regulated Activity with Children (England, Wales and Northern Ireland)

The definition of Regulated Activity with children combines the old definition which focused on the type of activity and the frequency or intensity of the contact, with a further requirement that the individual conducting the activity must be unsupervised.

The definition of Regulated Activity

An individual is defined as being in Regulated Activity if the following requirements are met if they are participating in:

An activity which involves:

Teaching, training, instructing, caring for or supervising children;

OR

Providing guidance/advice on well-being;

OR

Driving a vehicle only for children

AND It happens frequently (once a week or more often)

OR

Happens intensively (on 4 or more days in a 30-day period, or overnight)

The individual carrying out the activity of teaching, training or instructing is then unsupervised.

How to understand and use the definition of Regulated Activity

The old part of the definition is relatively straight forward to determine i.e. is an individual teaching, training or instructing children and do they meet the frequency or intensity requirements.

The additional part of the new definition is in understanding if someone is unsupervised.

In some sports the concept of supervision can be difficult to define. For example, you may have a head coach and an assistant coach. In large part the work of the assistant coach is supervised by the head coach – however the assistant coach may also take a group of children off to a different area of the gym or sports field to work on specific skills. In this scenario the assistant coach may not be in sight or hearing of the head coach and it may therefore be unclear whether s/he is supervised or not.

The Government have stipulated that the level of supervision would be determined by the individual organization to the degree that was reasonable to protect children.

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For our organization, the BGA and BWND GC have been entrusted with the responsibility of defining supervision in a way that is appropriate for our context and environment. In gliding this is easier to define by the nature of our sport. Many of our individual instructors do provide teaching, training or instructing to children (defined as under 18 years-Children Act 1989), this does happen frequently can happen intensively (and supervising someone instructing a young person in flying in a glider at several thousand feet or less just isn't possible!). This definition can also apply to those club members who run or work with cadet or youth groups as they will be supervising children. Gliding Instructors, Child Protection Officers and Deputies, Junior Gliding Club leaders and Cadets leaders are the examples in gliding which should be considered as Regulated Activities as they will be working directly with children and more usually they will be unsupervised.

3. References

References must always be obtained. These should include the most recent organization/person for whom the applicant provided services involving access to children.

The reference request must make it clear that this person is applying for a job with unsupervised access to children and ask the referee if there is any known reason why the person should not be employed in such a capacity. The referee must always be contacted by phone or in person prior to the appointment being made. Full notes must be made of any oral response, signed and dated by the person requesting the information. This procedure will normally be conducted by the BGA Executive or individual Club Committee.

4. Checking disclosure and barring records and suitability to work with children

The BGA or Club will conduct the required checks with the Disclosure and Barring Service. When the results of these checks have been received and references have been taken up, this part of the process is complete. The BGA use an umbrella organization for these checks (see Appendix 1).

4. Offer of employment (paid or unpaid)

Any offer of employment (written or oral) must be subject to receipt of references and checks that are satisfactory to the BGA or Club.

For paid employees the relevant procedures to follow for their employment can be found at:

<http://www.gliding.co.uk/bgainfo/clubmanagement/policies.htm>

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APPENDIX 1 Recognizing Signs of Child Abuse

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Remember it is not your role to determine if a child is being abused only to record and report your concerns to those professionals (Children's Services or Police) who have the responsibility to investigate concerns.

1. *Physical abuse*

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness to a child whom they are looking after.

2. *Sexual abuse*

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. There are very few physical signs of sexual abuse and the majority of those will require a medical diagnosis or forensic evidence.

Because those who sexually abuse children take great care to ensure that they have the compliance and silence of the child, it is very difficult to know what is happening unless a child tells someone. It is important that anything a child says, which may indicate they have been abused, is taken very seriously and is referred to those who are skilled in the investigation of the abuse of children.

3. *Emotional abuse*

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Where emotional abuse is suspected, it is important to seek help for the child.

4. *Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

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APPENDIX 2 Guidelines for use of Photographic and Filming Equipment

In general

There is no intention to prevent club instructors using a video as a legitimate coaching aid. However, children and their parents should be aware that this is part of the coaching programme and permission should be gained for the filming of a child with care taken in the storing of such films. If clubs are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to cease or leave. Permission should also be sought for the use of photographic material for promotional or web-site publications (children's names should not appear with photographs).

There should be recognition that many individuals are likely to have and use camera phones during gliding activity. A general awareness should be exercised by all club members to ensure that those using camera phones do not cause upset or distress.

Code of Conduct for photography at gliding clubs

1. If you feature other people's children in your photos, let the parents (or those with responsibility for the children) know what you're up to and offer to share the pictures with them
2. If any party is unhappy with you featuring children in your photos, then just stop and offer to delete or destroy the images you already have
3. Don't publish pictures of other people's children in a public domain without prior permission from a parent or carer
4. If you have featured children in your photos, leave your contact details with the club – not least so parents and carers can get hold of copies if they want them

NB the code applies to any equipment capable of recording images, including mobile phones.

APPENDIX 3 Guidelines for Child Protection Officers

1. Appointment of a Child Protection Officer

The Child Protection Officer is the designated person to deal with DBS (Disclosure and Barring Service) checks for all club personnel who require these checks.

The Child Protection Officer must have a satisfactory DBS check before they can take on this role. Their appointment will be subject to the procedures in Section 11 (Recruitment and Selection).

All information from DBS checks for other club personnel is to be securely retained by the Child Protection Officer who must ensure that this information remains confidential. Should there be any concerns resulting from a DBS check then the Child Protection Officer is responsible for any resulting safeguarding actions. The BGA Child Protection Lead is available for consultation on any of these matters.

2. Information

A Child Protection Officer or Deputy will need to familiarize themselves with the BGA Child Protection Policies and Procedures. They will need to ensure that their individual club Child Protection Policy is up to date and approved and signed by their club committee.

It is suggested that a separate file containing Child Protection Policies and

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procedures (BGA and individual club policies), copies of the reporting procedures and the relevant contact numbers for the police and Children's Services should also be made accessible to club members. It may be helpful to add the BGA Data Protection Policy to this file.

3. Accessibility

Child Protection Officers need to ensure that their up to date contact details are provided to the BGA office. The Child Protection Lead will provide updates and send out information to all clubs periodically and it is important that all updating information reaches the right person.

The club Child Protection Officer post-holder is likely to change from time to time. It is essential that the outgoing Child Protection Officer ensures a comprehensive handover is achieved, preferably via a face to face meeting, with the incoming Child Protection Officer.